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☐ Job details

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Job 1 of 1

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**Bulletin Number** 2522BR

**Type of Recruitment** Interdepartmental Promotional Opportunity

**Department** Human Resources Countywide Exams

**Position Title** MANAGEMENT ANALYST (CONTRACTS)

**Exam Number** 147

**Filing Type** Open Continuous

**Filing Start Date** 06/01/2011

**Filing End Date** 10/31/2011

**Filing End Time** 5:00 pm PST

**Salary Type** Monthly

**Salary Minimum** 4345.45

**Salary Maximum** 5699.55

**Benefits Information** **Non-Represented Employees**

• Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules

**Position/Program Information** Performs basic and/or routine contract development, implementation, analysis, and administration activities to obtain a variety of contract-services.

**Essential Job Functions**

Conducts routine and/or moderately complex contract feasibility and cost analysis studies of various departmental operations; prepares reports detailing findings and makes recommendations.

Conducts contract solicitations; develops specifications and/or scope of work, solicitation packages, proposal/bid evaluation processes; and prepares documentation for routine and/or moderately complex contracts to support contract recommendations.

Assists in negotiating legal and operational terms, requirements, and conditions for contract awards and modifications; assists in preparing related documents including contracts, amendments and letter agreements.

Assists in conducting legal research on applicable laws and regulations, analyzes impact to department contracting efforts and may confer with County attorneys to formulate recommendations.

Prepares letters and memos to the Board of Supervisors recommending contract awards for review by senior level contract staff.

Assist line operations in identifying contractual and funding problems, and in resolving differences with contractors.

Assists in formulating policies and procedures for contract development and/or in designing forms and other tools to aid in contract development.

Conducts reviews of contractor's compliance with such requirements as licensure, insurance, Living Wage Ordinance, and Jury Duty Ordinance.

#### Requirements

#### **SELECTION REQUIREMENTS:**

**Option 1:** A Bachelor's degree\* from an accredited\*\* college or university -AND- Two (2) years of experience performing basic to routine analytical assignments which involved researching, analyzing and synthesizing data, as well as recommending solutions to problems related to administrative or program support functional areas. One (1) year of the required experience must have been in the service of the County of Los Angeles within the past (5) years performing the full range of entry-level contract analyst staff\*\*\* duties, which include basic, routine, and/or repetitive contract development, implementation, analysis, and administration.

**Option 2:** A Master's degree\* or higher from an accredited\*\* college or university in Business Administration, Public Administration, Law or closely related field -AND- One (1) year of experience in the service of the County of Los Angeles within the past (5) years performing the full range of entry-level contract analyst staff\*\*\* duties, which include basic, routine, and/or repetitive contract development, implementation, analysis, and administration.

**Option 3:** Four years of experience performing basic to routine analytical assignments which involved researching, analyzing and synthesizing data, as well as recommending solutions to problems related to administrative or program support functional areas. One (1) year of the required experience must have been in the service of the County of Los Angeles within the past (5) years performing the full range of entry-level contract analyst staff\*\*\* duties, which include basic, routine, and/or repetitive contract development, implementation, analysis, and administration.

<b>Physical Class</b>	<b>Physical Class II – Light:</b> Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
<b>License(s) Required</b>	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
<b>Special Requirement Information</b>	<p>*In order to receive credit for Bachelor, or Master degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application.</p> <p>***In County service, experience as an entry-level analyst is gained in classes such as Management Assistant, Administrative Assistant I, who works under immediate direction and guidance, seek technical assistance, and refer any complex or difficult contract related issues to a higher-level analyst or supervisor. Typical work involves performing specific, well-defined, and/or related tasks in the development of contracts in order to obtain a variety of contract services; developing, analyzing and implementing basic and/or routine contracts in a formal competitive solicitation environment. Contract requests at this level are considered common and are readily available, and have a substantial amount of cost data for comparisons.</p>
<b>Accreditation Information</b>	<p><b>Accreditation:</b> **Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p>
<b>Examination Content</b>	<p>This examination will consist of THREE (3) parts.</p> <p>PART I: Job Specific Questionnaire (JSQ) to pre-screen applicant's related education and experience in meeting the Selection Requirements.</p> <p>Applicants MUST PASS the initial JSQ/Supplemental screening stage (PART 1) in order to proceed to the Application Review stage. (PART 2).</p> <p>Note: Applicants that FAIL the initial JSQ/Supplemental screening stage (PART 1) will be automatically rejected and notified without review of submitted employment application.</p> <p>PART 2 - Employment applications will be fully reviewed and accepted/rejected based on Selection Requirements.</p> <p>Only those candidates who pass the full application review will be eligible to proceed to the written test (Part 3A).</p> <p>PART 3A: A general abilities written test covering Knowledge of Statistical Concepts/Data, Collection Principles and Methodology, Data Analysis and Interpretation/Basic Mathematics, Written Expression, and Reading Comprehension weighted thirty-five (35) percent.</p> <p>Candidates who fail PART 3A will be notified by mail and will not be</p>

scheduled for PART 3B. Only candidates that pass the general abilities written test (PART 3A) will be invited to test for the Work Styles Assessment (PART 3B).

PART 3B: A Work Styles Assessment (WSA) administered in a computerized multiple-choice written test format designed to assess the following job-related competencies of deductive reasoning ability, professional potential, achievement, influence, independence, confidence and optimism, and reliability weighted sixty-five (65) percent.

Candidates who have taken the written test and WSA for Administrative Intern I/Management Assistant, Examination No. 126 will automatically have their test scores applied to this exam and are not eligible to retake the written test. **ALL OTHER CANDIDATES MUST TAKE THE WRITTEN TEST AND WSA.**

**THE WRITTEN TEST (INCLUDES BOTH PARTS 3A & 3B) IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

**CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE EXAM IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.**

**Vacancy  
Information**

An eligible register resulting from this examination will be used to fill vacancies in Contracts at various Los Angeles County departments.

**Eligibility  
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

**No person may compete in this examination more than once every twelve (12) months.**

**Available Shift**

Day

**Job Opportunity  
Information**

**Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant.**  
**Verification of Experience:** Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only.  
**Withhold Information:** Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing.

**Application and  
Filing  
Information**

**APPLICATION INSTRUCTIONS**  
**Fill out your application and Job Specific Questionnaire completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.**

All information is subject to verification. We may reject your application at any time during the selection process.

We may close this examination without prior notice.

**INSTRUCTIONS FOR FILING ONLINE:**

Apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application and Job Specific Questionnaire by 5:00 pm, PST, on the last day of filing.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the SELECTION REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

**APPLICATIONS AND JSQ MUST BE FILED ON-LINE ONLY. APPLICATIONS AND JSQ'S SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.**

**SOCIAL SECURITY NUMBER:**

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications and JSQs can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los Angeles Information**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification

information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

<b>Department Contact Name</b>	Exam Analyst
<b>Department Contact Phone</b>	(213) 738-2084
<b>Department Contact Email</b>	rlowery@hr.lacounty.gov; edeguia@hr.lacounty.gov
<b>ADA Coordinator Phone</b>	(213) 738-2057
<b>Teletype Phone</b>	(800) 899-4099
<b>California Relay Services Phone</b>	(800) 735-2922
<b>Alternate TTY Phone</b>	(800) 897-0077
<b>Job Field</b>	Administration
<b>Job Type</b>	Professional

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